PROGRAM ENROLLMENT REPORTING

Policy Citations

A.R.S.§ 15-784 Vocational education; acceptance of congressional acts; appropriation; distribution of federal monies by the State Board of Education

Carl D. Perkins Career and Technical Education Act of 2006 Section 113(b)(4)(C)(i-iv) requires local education agencies receiving funding to report disaggregated enrollment and performance data to the state/eligible agency.

Carl D. Perkins Career and Technical Education Act of 2006 Section 122(c)(13) The state agency must ensure that the data reported from local agencies are complete, accurate, and reliable.

EDGAR 34 CFR 80.40 requires that states monitor and report program performance.

Enrollment, reported by course, is related to programs on the CTE Program List. The CTE Program List, along with the average student counts of 40th day and 100th day course enrollment, is the basis of the state CTE enrollment funding formula. The Program Enrollment report is used to determine what programs are expected to submit Concentrator and Placement reports. **Concentrator and Placement reports are necessary to ensure a program remains an approved program.** If a school has no Concentrators or Placements, usually because a program is a new program, then the school must submit Zero Concentrator and Zero Placement reports. For a current list of CTE programs and courses, see the CTE Program Codes and Titles section of the handbook. A course must have a certified teacher, a Notification of Intent (NOI) filed, Program Enrollment, and the required Concentrator/Placement reports to generate funding. If a program (and its associated courses) does not provide the essential elements required by the Arizona State Board of Education, the program and its funding will be inactivated by CTE.

Program Enrollment data reflects demographic data such as:

- Enrollment by grade
- Enrollment by sex
- Enrollment by ethnic group
- Enrollment by special populations (the district/school must identify the primary need of the student and select it as the student's category. A student is to be reported in no more than one special population category)
- Enrollment by nontraditional students

Program Enrollment data is collected using unduplicated student counts. Unduplicated enrollment means that each student is counted only once, even if that student is enrolled in more than one program. It is the district's responsibility/opportunity to use the student's occupational goal when identifying the program for reporting purposes.

Programs Designated as Nontraditional

CIP Code	SY 2007-2008	Nontraditional Gender
01.0100	Agricultural Business Management – Agriscience	Female
10.0200	Audiovisual Technology	Female
10.0300	Graphic Communications	*
12.0400	Cosmetology	Male
12.0500	Culinary Arts	*
13.1220	Education and Training: Early Childhood Education	Male
13.1210	Education and Training: Education Professions	*
15.0000	Engineering, Math, Technologies and Science	Female
15.0300	Electronic Technology	Female
15.0600	Industrial Manufacturing	Female
15.1200	Information Technology	*
15.1300	Drafting and Design Technology	Female
43.0100	Law, Public Safety and Security	Female
43.0200	Fire Science	Female
46.0200	Carpentry Technologies	Female
46.0300	Electrical and Power Transmission Technology	Female
46.0400	Construction Technologies	Female
46.0500	Plumbing Services	Female
47.0100	Telecommunications Maintenance and Installers	Female
47.0200	Heating/Air Conditioning Maintenance	Female
47.0600	Automotive Technologies	Female
48.0500	Welding Technology	Female
49.0200	Heavy Equipment Operation	Female
50.0100	Performing Arts	*
51.0600	Dental Assisting	Male
51.0800	Allied Health Services	*
51.0900	Diagnostic and Intervention Technologies	Female
51.1000	Biomedical Health, Genomics, Technologies and Science	*
51.1500	Mental and Social Health Services	Male
51.1600	Nursing Services	Male
51.3200	Therapeutic Massage	Male
52.0200	Business Management and Administrative Services	*
52.0300	Accounting and Related Services	*
52.0800	Financial Services	*
52.0900	Hospitality Management	*
52.1800	Marketing, Management and Entrepreneurship	*
52.1900	Design and Merchandising	Male

Note: * - The program is not designated as a nontraditional program for either gender.
Based on Nontraditional Occupations for Females/Males from 2005 BLS Data.
Prepared by the National Alliance for Partnerships in Equity and available from OVAE.

Districts are required to submit Course and Program Enrollment reports to participate in the Basic Grant and State Block Grant Funding. Therefore, to accurately submit Program Enrollment data, a system for determining and documenting each student's primary program area must be in place. It is important to remember that each student should be assigned only one Program CIP Code (six digits). CTE funding will be interrupted if a district fails to meet the reporting deadline. Funding resumes when the Program Enrollment report has been received. If the Program Enrollment report is not received, funding does not resume.

NOTE: The <u>only</u> codes to be used on the program enrollment form are those listed as CTE Program CIP Codes (six digits) found in the CTE Program Codes and Titles section of the handbook. Use of an invalid code will cause the entire line of data to be rejected. **Do not use <u>Course Codes</u> (eight digits) on this form.**

Districts are reminded they need to maintain an individual student record system, which will allow identification of each student's program, gender, ethnicity and special needs classifications and concentrator status.

The Program Enrollment must be submitted electronically. There are two methods of electronic submission including:
- Email attachment to: CTEDataCollection@azed.gov
  (file attachment must be in ASCII text format). Website address for ASCII format: http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp
- Online Data Collection website: http://www.ade.az.gov/PerfMeasures/splash.asp
  The online system requires a district to Login with a unique CTE-assigned UserID and password to the Performance Measures system

Log in with your district UserID and password; click on **Enrollment** and select **Program**, then select the name of the school to view the CTE Program Enrollment reporting for the current year.

Process for Reporting CTE Program Enrollment

Step 1 Choose a method for submitting Program Enrollment information:
- Online at: http://www.ade.az.gov/PerfMeasures/splash.asp
- Email attachment (using text file created by a vendor software, e.g. VDMS/must be in ASCII format) http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp **or** Email attachment (using text file created by district software/ must be in ASCII format): http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp

Step 2 Send an email notification stating your data submission is complete and ready to process, include your district/school name, to CTE at: CTEDataCollection@azed.gov. No changes or corrections can be made after notification until verification is received by district from ADE.

Step 3 CTE confirms receipt of the email.

Step 4 CTE processes the program enrollment data.

Step 5 CTE mails the program enrollment report (VOCI 25) listing all data added, if correct, and not added, if incorrect, to the Program Enrollment Master Print Report (VOCI 26) file.

Step 6 Districts must correct any errors listed on the VOCI 25. Errors must be corrected in the same format of the original submission:
- Online
- Email attachment (using text file created by a vendor software, e.g. VDMS/must be in ASCII format) **or** Email attachment (using text file created by district software/ must be in ASCII format)

Step 7 Districts must sign the signature page of the VOCI 25, after necessary corrections have been submitted, and return it, by the due date, via mail to:
Arizona Department of Education
CTE Career and Technical Education, Bin 36
1535 West Jefferson Street
Phoenix, Arizona 85007

Step 8 Repeat Steps 2 through 6 above until all errors are corrected.

Step 9 Using the valid program enrollment records added to the Program Enrollment Master Print file, CTE will check for active programs in the school's Program Profile Table

Step 10 CTE will provide districts with potential reports, as applicable, two are listed below:
- FY200X Enrollment Alignment Report
- Program Enrollment Master Print Report (VOCI 26)

Districts may use the online system for submission of Program Enrollment data. An example of the online Program Enrollment form is below. Log into the Performance Measures system and select the Enrollment option. The online instructions are included in the web pages. For more information, see the online user manuals at: http://www.ade.az.gov/cte/DIG/.

User Manuals

- NEW! Online Program Enrollment Instructions – 200X.

Online Data Collection website:
http://www.ade.az.gov/PerfMeasures/splash.asp
Log into the Performance Measures system and select the Enrollment option.

200X Program Enrollment Forms

1. To complete Program Enrollment Information, click on Modify for the appropriate Program Name.
2. Click Add to complete Program Enrollment Information for a Program that does not appear in the listing.
3. When the Program Enrollment information is complete, the current date will appear in the Updated box.
4. After all Program Enrollment records are complete, you must notify Career and Technical Education by sending an email notification to:
   CTEDataCollection@azed.gov

Enrollments for 12-34-56-001 - SAMPLE SCHOOL				+ Add New Record	
Program	**Program Total**	**Method**	**Action**		**Updated**
100200	2	CP	View Modify Delete		2/23/2007

Sample

Verification Report for Program Enrollment
VOCI 25 and
Program Enrollment Master Print Report
VOCI 26

The data submitted from the district for Program Enrollment will be processed and districts will receive verification reports titled **Program Enrollment Verification (VOCI 25) and Program Enrollment Master Print Report (VOCI 26).** These reports are sent for verification of data submitted and may also contain errors that need to be corrected. The first page of the Verification Report must be signed and returned to ADE, **any errors must be corrected and re-submitted**. The Master Report is provided for district record keeping.

A. **The Program Enrollment Verification Report-VOCI 25-1** provides the opportunity to update the information in the master database. Please submit corrections using the online system or email a text file attachment to:
   CTEDataCollection@azed.gov.

B. **The Program Enrollment Master Print Report-VOCI 26-1** contains records that are loaded on the ADE database and will be the basis of the Final Program Enrollment Report. This data is used for federal and state reporting purposes.

   Other labeled reports may include:

   ▪ **Program Enrollment w/o supporting Course Enrollment –** this report identifies a program listed on the Program Enrollment Verification (unduplicated student count) (VOCI 25) report, that does not have any supporting Career Preparation course listed on the 40th Day and 100th Day Course Enrollment Master Print (VOCI 21) report. Please review the following:
      ✓ Check the 40th Day and 100th Day Course Enrollment Master Print (VOCI 21) report and verify the program number is on file.
      ✓ Determine if an incorrect program number was submitted <u>or</u> an additional/non-approved program number was submitted.
      ✓ If an incorrect program number was submitted, correct the program number on the Program Enrollment Verification (unduplicated student count) (VOCI25) report and re-submit.
      ✓ If an additional program number was submitted, delete the program number from the Program Enrollment Verification (unduplicated student count) report and re-submit.

   ▪ **Course Enrollment w/o supporting Program Enrollment –** this report identifies programs that are NOT listed on the Program Enrollment (unduplicated student count) (VOCI26) report. During the current year courses were reported on your district's 40th Day and 100th Day Course Enrollment Master Print (VOCI 21) file. Please review the following:
      ✓ Verify the program number is the number recorded on your 40th Day and 100th Day Course Enrollment Master Print (VOCI 21) report, if the program number is incorrect. Correct the program number on your Program Enrollment (unduplicated student count) (VOCI26) report and re-submit.

- ✓ Check all program numbers recorded on your Course Enrollment 40th Day and 100th Day Course Enrollment Master Print (VOCI 21) report to determine the missing program number, add the program number to your Program Enrollment Verification (VOCI 25) report and re-submit.

- **FY200X End of Year Alignment report –** this report identifies the alignment of all programs and courses reported during the current year. This report contains records listed on your district's 40th and 100th Day Course Enrollment Master Print (VOCI 21) file and Program Enrollment Master Print (unduplicated Count) (VOCI 26) file. Please review the following:
    - ✓ Note any programs not aligned for Notification of Intent, Basic Grant and Course Enrollment.
    - ✓ Verify the program number is the number recorded on your 40th Day and 100th Day Course Enrollment Master Print (VOCI 21) report. If the program number is incorrect or an additional/non-approved program number was submitted, correct the program number on your Program Enrollment (unduplicated student count) (VOCI25) report and, if needed, your 40th and 100th day course enrollment master print (VOCI 21) report, and re-submit your data.
    - ✓ Verify the program is active (in your district Program Profile Table).
    - ✓ Verify the program is in your district Coherent Sequence (in your Basic Grant).
    - ✓ Verify your course enrollment for 40th and 100th day. Correct any errors and re-submit your data.
    - ✓ Verify your program enrollment end of year counts. Correct any errors and re-submit your data.

    See footnotes on report for each column numbered (1-8). Verify all counts.

Program Enrollment w/o Supporting Career Preparation Course Enrollment

CTDS	DistrictName	SchoolName	ProgramCIP	ProgramTitle
123456789	SAMPLE DISTRICT	SAMPLE HIGH SCHOOL	131200	Early Childhood Educ
123456789	SAMPLE DISTRICT	SAMPLE HIGH SCHOOL	150600	Industrial Manufactur
123456789	SAMPLE DISTRICT	SAMPLE HIGH SCHOOL	520800	Financial Services

Career Preparation Course Enrollment w/o Supporting Program Enrollment

CTDS	DistrictName	SchoolName	ProgramCIP	ProgramTitle
123456789	SAMPLE DISTRICT	SAMPLE HIGH SCHOOL	010100	Agri Bus Mgmt
12345689	SAMPLE DISTRICT	SAMPLE HIGH SCHOOL	521800	Marketing Management

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Sample

FY 200X End-of-Year Alignment Report

FINAL   FINAL   FINAL   FINAL

CTD   123456 SAMPLE UNIFIED DISTRICT

CTDS 123456001   SAMPLE HIGH SCHOOL

			1	2	2	2	3	3	3	3	4	5	6	7	Reports 8
Program	Program Title	NOI Date	Coherent Sequence	Articulat Fed. BG	Articulat 40th Day	Articulat 100th	CE 40th	CE 100th	Non-Coop	Coop L3/CP	Coop-Only	200X Conc	200X Place	Prog-Enroll	NOI-BG-CE-PM-PE
470600	Automotive Technolog	01/01/1995	6		090601001	090601001	8	7	13	2		014	009	25	Aligned
520200	Business Mgmt & Admi	04/01/2004	3				7	9	10	6		024	018	63	Aligned
460400	Construction Technol	01/01/1995	4		090601001	090601001	4	4	6	2		009	006	9	Aligned
120400	Cosmetology	04/01/2001	2		090601001	090601001	2	2	4	0		002	002	4	Aligned
120500	Culinary Arts	01/01/1995	3				5	5	8	2		011	011	13	Aligned
430200	Fire Science	No Profile	2		090601001	090601001	1	1	2	0		001		1	Not Aligned
100300	Graphic Communicatio	04/01/2001	5				6	7	10	3		023	022	51	Aligned
511600	Nursing Services	04/01/2001	2		090601001	090601001	2	2	4	0		005	002	5	Aligned
480500	Welding Technology	04/01/2003	4		090601001	090601001	5	5	8	2		006	002	14	Aligned

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Note1: "Coherent Sequence" column displays how many courses were reported as planned (by the district) to be taught for this program, this school year.
Note2: CTDS of where a program's students are articulated (to) are copied from the BG Coherent Sequence, 40th-day course enrollment, and 100th-day course enrollment. (all three should be the same)
Note3: "CE 40th", "CE 100th", "Non-Coop", and "Coop L3/CP" have the number of courses (level 3, or career preparation) reported in this school year's course enrollment.
Note4: If program has only DCE, Internship, or COOP courses in this school year - the "Coop-only" column shows "Error". These particular programs are not fundable.
Note5: The count of concentrators (completers who have graduated) reported for school year 200X is reported in column "200X Conc".
Note6: The count of placements (of 200X graduates) from this program is reported in column "200X Place".
Note7: The program unduplicated (each student counted in only one program in 200X) total is reported in column "Prog-Enroll".
Note8: As of the end of school year 200X - the program has "Aligned" status if it has active NOI, coherent sequence, course enrollment, concentrator, placement, and program enrollment data.

Monday, April 30, 200X

COUNTY:
DISTRICT:
SCHOOL:

THE FOLLOWING INFORMATION REFLECTS THE PROGRAM ENROLLMENT SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED AND ERROR
MESSAGES INCLUDED.

PLEASE MAKE ANY CHANGES IF REQUIRED, SIGN THE REPORT AND RETURN IT TO THE:

                            ARIZONA DEPARTMENT OF EDUCATION
                            CAREER AND TECHNICAL EDUCATION
                            MANAGEMENT INFORMATION UNIT, BOX 36
                            1535 WEST JEFFERSON STREET
                            PHOENIX, ARIZONA 85007
                            (602) 542 – 5486

        I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
        KNOWLEDGE AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

    _____   _____
         DATE   SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

    CONTACT PERSON   _____   PHONE _____

TRAN CODE	PROGRAM CIP CODE TITLE	TP ER CE HP	ENROLLMENT BY GRADE 09	10	11	12	ENROLLMENT BY SEX	ENROLLMENT BY ETHNIC GROUP AND SEX WHITE	BLACK	HISPANIC	INDIAN	ASIAN	ENROLLMENT BY SPECIAL NEEDS GROUP AND SEX HAND	LEP	ECON	ACAD	SP	TOTAL PROGRAM COUNT
A	120500	N	10	20	16	12	MALE: 24	14	0	7	3	0	9	2	0	15	0	58
	Culinary Arts						FEMALE: 34	27	0	6	1	0	7	1	0	13	0	

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ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION

MASTER PRINT - PROGRAM ENROLLMENT

CTDS:
COUNTY:
DISTRICT:
SCHOOL:

SCHOOL YEAR XX-XX

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                      *TP
                      *ER*     ENROLLMENT       *          *      ENROLLMENT BY          *    ENROLLMENT BY SPECIAL     * TOTAL
 PROG                 *CE*      BY GRADE        * ENROLL *    ETHNIC GROUP AND SEX        *     NEEDS GROUP AND SEX      * PROG
 CODE   PROGRAM TITLE *HP*  09   10   11   12   * BY SEX *  WHIT  BLAK  HISP INDAN ASAN * HAND  LEPS  ECON  ACAD   SP  * COUNT
-------------------------------------------------------------------------------------------------------------------------------
 100300 Graphic Communicatio Y   0   14   17   24  *M:  25    18    1     4     2    0     8     0     1     1     0  *   55
                                                   *F:  30    18    0     7     5    0     4     0     2     0     0  *
 120400 Cosmetology          N   0    0    2    2  *M:   0     0    0     0     0    0     0     0     0     0     0  *    4
                                                   *F:   4     0    0     4     0    0     0     0     0     0     0  *
 120500 Culinary Arts        N   0    6    9    5  *M:   6     3    0     2     1    0     0     0     1     1     0  *   20
                                                   *F:  14     7    0     3     4    0     1     0     3     0     0  *
 460400 Construction Technol  N   0    1    3    6  *M:  10     7    0     1     2    0     1     0     0     0     0  *   10
                                                   *F:   0     0    0     0     0    0     0     0     0     0     0  *
 470600 Automotive Technolog N   0   14    9    5  *M:  24    17    0     2     5    0     1     0     4     1     0  *   28
                                                   *F:   4     1    0     0     3    0     0     0     0     0     0  *
 480500 Welding Technology   N   0    0    5    2  *M:   6     3    0     2     1    0     0     0     0     0     0  *    7
                                                   *F:   1     0    0     0     1    0     0     0     0     0     0  *
 511600 Nursing Services     N   0    0    1    3  *M:   0     0    0     0     0    0     0     0     0     0     0  *    4
                                                   *F:   4     3    0     1     0    0     0     0     0     0     0  *
 520200 Business Mgmt & Admi Y   0   11   16   16  *M:  17    11    0     5     1    0     3     0     0     1     0  *   43
                                                   *F:  26    19    0     4     3    0     2     0     2     0     0  *
===============================================================================================================================
 ENROLLMENT TOTALS         90   88   71   70  *M:  162  107    2    28    25    0    23     0    16     5     0  *  171
                                                   *F:  157   96    0    31    30    0    13     0    14     1     0  *
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Sample